

COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH

COUNTYWIDE HOUSING, EMPLOYMENT AND EDUCATION RESOURCE DEVELOPMENT

MENTAL HEALTH SERVICES COORDINATOR II

The Countywide Housing, Employment and Education Resource Development (CHEERD) Division is seeking a qualified mental health professional to fill a vacant Mental Health Services Coordinator II position to provide oversight and technical support to the Temporary Shelter Program (TSP).

EXAMPLES OF DUTIES:

- Coordinate TSP activities between the Service Area (SA) Gatekeepers and TSP providers and monitor contracts to ensure compliance with the TSP agreement and quality care to DMH clients
- Review agencies' Request for Statement of Qualifications (RFSQ) for Basic Living Support Services submissions, schedule and conduct RFSQ site reviews and complete the Review of Qualifications Questionnaire
- Schedule and conduct TSP shelter provider site reviews, complete the TSP site review form and ensure corrective action plans required from a site review or a client satisfaction survey are completed
- Conduct investigations resulting from TSP client complaints
- Review and complete the TSP shelter provider fire permit/public health certificate expiration logs and contact TSP providers as necessary
- Send the SA Gatekeepers monthly referral/extension form incomplete/missing information, missing outcome and Client Agreement reports and follow-up to ensure the information is obtained
- Review the monthly TSP Client Report and follow up with the Gatekeepers regarding as needed
- Provide technical support to the TSP shelter providers and SA Gatekeepers
- Conduct TSP trainings

DESIRABLE QUALIFICATIONS:

- Ability to work as a member of an interdisciplinary team and to collaborate with other DMH staff.
- Strong interpersonal and communication skills.
- Strong organizational skills and ability to prioritize.
- Flexibility and willingness to alter planned work flow to accommodate the unit's needs.
- Strong commitment to ensuring high quality client care.
- Ability to use Microsoft Office including Word and Excel

Interested individuals currently holding the title of the Mental Health Services Coordinator II are encouraged to email their resume, last two (2) Performance Evaluations and last two (2) years of master time records to Lise Ruiz, Program Manager, at lruiz@dmh.lacounty.gov.